

**CITY OF CARLSBAD**  
**EARLY PUBLIC NOTICE PACKAGE AND**  
**ON-SITE PROJECT NOTICE SIGN**

In order to provide early notification of nearby development proposals, an early public notice package is required upon the submittal of an application for development to the City. In addition, a project notice sign is required to be posted on the project site by the project applicant. These requirements and procedures apply only to those applications that require approval by either the Planning Commission or City Council.

**1. Early Public Notice Package Requirements:**

- **One 8½" x 11" copy of your reduced site plan and representative building elevations.** These copies must be of a quality that is photographically reproducible. Only essential data should be included on plans.
- **600' Owners List** - a typewritten list of names and addresses of all property owners within a 600 foot radius of the subject property, including the applicant and/or owner. The list shall include the San Diego County Assessor's parcel number from the latest equalized assessment rolls.

The applicant is required to sign a statement (see Attachment "1") certifying that the information provided represents the latest equalized assessment rolls from the San Diego County Assessor's Office.

- **100' Occupant List** – (Coastal Development Permits Only) a typewritten list of names and addresses of all occupants within a 100 foot radius of the subject property, including the applicant and/or owner.
- **Mailing Labels** – one set of mailing labels of the property owners within a 600 foot radius of the subject property. The list **must** be typed in all **CAPITAL LETTERS, left justified, void of any punctuation.** For any address other than a single-family residence, an apartment or suite number must be included but the Apartment, Suite and/or Building Number must **NOT** appear in the street address line. **DO NOT** type assessor's parcel number on labels. **DO NOT** provide addressed envelopes - PROVIDE LABELS ONLY. Acceptable fonts are: Arial 11 pt, Arial Rounded MT Bold 9 pt, Courier 14 pt, Courier New 11 pt, and MS Line Draw 11 pt. Sample labels are as follows:

**UNACCEPTABLE**

Mrs. Jane Smith  
123 Magnolia Ave., Apt #3  
Carlsbad, CA 92008

**UNACCEPTABLE**

Mrs. Jane Smith  
123 Magnolia Ave.  
Apt. #3  
Carlsbad, CA 92008

**ACCEPTABLE**

MRS JANE SMITH  
APT 3  
123 MAGNOLIA AVE  
CARLSBAD CA 92008

- **Radius Map** - a map to scale, not less than 1" = 200', showing all lots entirely and partially within 600 feet of the exterior boundaries of the subject property. Each of these lots should be consecutively numbered and correspond with the property owner's list. The scale of the map may be reduced to a scale acceptable to the Planning Director if the required scale is impractical.
- **Fee** - a fee shall be paid for covering the cost of mailing notices. Such fee shall equal the current postage rate times the total number of labels. Cash, check (payable to the City of Carlsbad) and credit cards are accepted.

## 2. **On Site Project Notice Sign Procedures:**

Within 30 days following the submittal of a formal project application, the applicant shall physically post a notice on the project site. Such notice shall state "NOTICE OF PROJECT APPLICATION" and shall include the project information provided to the applicant by the City.

After the public notice is posted, please return the "Certification of Posting" (see Attachment "2") to the Planning Department within 24 hours of posting. The applicant shall maintain the posted notice in good and legible condition until the application is withdrawn, approved or denied, whichever occurs first.

All project site notices shall comply with the following:

1. Notice signs shall be posted at the most publicly visible location on the site (or off site subject to Planning Director approval).
2. Sign material shall be durable enough to withstand the elements.
3. Signs shall be mounted to an existing building or secured to a ground-mounted pole with a minimum pole height of four (4) feet and a maximum pole height of six (6) feet.
4. Sign dimensions shall be: two (2) feet in height and three (3) feet in width.
5. Sign color background shall be yellow.
6. All letter colors shall be black.
7. All letters shall be in capitals.
8. Letter heights for the notice shall be as shown on Attachment "3".
9. Applicant or developer phrases or logos are not allowed.
10. Applicant must obtain project planner approval of color and text, prior to posting.
11. Any removed or damaged notices shall be immediately replaced.

Attachment "4" includes a list of local sign companies.

**ATTACHMENT “1”**

I HEREBY CERTIFY THAT THE PROPERTY OWNERS LIST AND LABELS SUBMITTED TO THE CITY OF CARLSBAD ON THIS DATE REPRESENT THE LATEST AVAILABLE INFORMATION FROM THE EQUALIZED ASSESSOR’S ROLES.

APPLICATION NAME AND NUMBER

APPLICANT OR APPLICANT’S REPRESENTATIVE

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

RECEIVED BY

DATE: \_\_\_\_\_

CERTIFICATION OF POSTING

I certify that the "Notice of Project Application" has been posted at a conspicuous location on the site on \_\_\_\_\_.  
(DATE)

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

PROJECT NUMBER: \_\_\_\_\_

LOCATION: \_\_\_\_\_

\_\_\_\_\_

RETURN TO: \_\_\_\_\_

(Planner)

CITY OF CARLSBAD  
PLANNING DEPARTMENT  
1635 Faraday Avenue  
Carlsbad, CA 92008-7314



2.5" { **N O T I C E**  
 1.0" { **OF PROJECT APPLICATION**

EACH  
LINE  
OF  
TEXT  
TO BE  
3/4"

**PROJECT NAME:**

**ENTER PROJECT NAME**

**PROJECT NUMBER:**

**ENTER PROJECT NUMBER(S)**

**PROJECT DESCRIPTION:**

**ENTER BRIEF PROJECT DESCRIPTION**

24"

EACH  
LINE  
OF  
TEXT  
TO BE  
1/2"

**CITY OF CARLSBAD**

**PLANNING DEPARTMENT**

**ENTER PLANNER NAME - ENTER TITLE**

**ENTER PLANNERS EMAIL ADDRESS**

**(760) 602-ENTER EXTENSION**

**PROJECT APPLICANT/REPRESENTATIVE**

**ENTER APPLICANT/REPRESENTATIVE**

**ENTER APPLICANT NAME**

**ENTER APPLICANT EMAIL ADDRESS**

**ENTER APPLICANT PHONE NUMBER**

**SIGN COMPANIES**

**Signs on Time**

5670 El Camino Real  
Carlsbad, CA  
Lee Futch  
(760) 431-1050

**Sign A Rama**

191 N. El Camino Real  
Encinitas, CA  
(760) 634-3217

**Color Rich Signs**

5205 Avenida Encinas  
Suite “G”  
Carlsbad, CA  
(760) 431-0767